

## **ARTS & CULTURE SPECIALIST – Tempe History Museum and Historic Houses**

***This recruitment is open until the position is filled or a sufficient number of applications have been reviewed to establish a qualified candidate pool.***

***First review of applications will occur on January 11, 2022.***

### **Salary Range:**

Arts & Culture Specialist: \$52,147 - \$70,049 annually

### **Department / Division:**

Community Services/ Arts and Culture

### **Job Type:**

Full-Time Regular

### **Schedule:**

8:30 a.m. to 5:30 p.m.; Monday through Friday; weekend and evening work required based on program schedule.

*The City of Tempe participates in the Arizona State Retirement System ([ASRS](https://www.tempe.gov/government/internal-services/human-resources/careers/benefits-summary)) Defined Benefit plan with mandatory employer and employee contributions currently at 12.22% (12.41% effective July 1, 2021). ASRS pension plan includes a Long-Term Disability Benefit. We also offer a comprehensive benefits package including vacation, sick leave, holiday and short-term disability. Our employees have generous insurance options for medical, dental, vision and life. For more details, visit: <https://www.tempe.gov/government/internal-services/human-resources/careers/benefits-summary>*

## **DESCRIPTION**

The Museum and Historic Houses Specialist assists the Tempe History Museum team in planning and delivering informal museum education and public programs, tours, workshops, and camps; supports education initiatives with schools and other organizations, and implements revenue-generating programmatic activities, that are inclusive, educational and engaging. In addition to museum-initiated programming, the specialist assists in implementing arts and culture programming in collaboration with partners and stakeholder groups; may train and oversee the work of volunteers; and assists in supporting the museum's interactions with the public in the museum and at off-site locations such as historic houses, festivals and events.

## **MINIMUM QUALIFICATIONS**

### **Work Experience:**

Two years of experience in coordinating and implementing museum and/or historic house public and educational programs related to history, humanities and/or social studies for all ages and abilities.

*Years of experience are based upon a full-time work schedule (2,080 hours per year). The sum of an applicant's full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

**Education:**

Equivalent to an associate degree from an accredited college or university with major course work in museum studies, history, humanities, education or other degree related to the core functions of this position.

*The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).*

**Certifications, Licenses, and/or Registrations:**

None

**ADDITIONAL REQUIREMENTS**

Applicants considered for this job classification must pass the following:

- Criminal history background investigation

**ESSENTIAL FUNCTIONS**

For a complete list of City of Tempe job descriptions go to:

<https://www.tempe.gov/government/internal-services/human-resources/careers/job-descriptions#LtrT>

This position is FLSA Non-Exempt which means employees are eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the United Arizona Employees Association (UAEA).

**EQUAL EMPLOYMENT OPPORTUNITY:** *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*

All applications must be submitted online.

<https://www.tempe.gov/government/human-resources/careers>

Go to [tempe.gov/jobs](https://www.tempe.gov/jobs), under "Regular Recruitments" click "View Recruitments Available" then "View All Jobs" and scroll to this job post.